

Conference Handbook

2010-2011



**ACAMIS Middle School
Model United Nations Conference
Central Region**

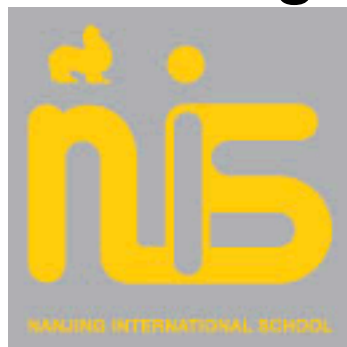


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Special Thanks

The Directors of the ACAMIS Middle School MUN Conference: Central Region would like to give special thanks to Arek Owczarek and his team for their help in organizing the conference and its materials. They have done a fantastic job helping to order supplies, print materials, set up the various venues that will be used, and overall making this conference much more enjoyable and successful than last year's event. We would also like to thank Andrew Kay for putting together the conference logo for this year. His tireless efforts to help make NIS activities look good is often overlooked, and we want to make sure that he is recognized for his work in this event.

We also want to thank all MUN Directors who helped in the preparation of this conference. Without your help we would not have been able to involve so many students in this event. Finally, we would like to thank all of the students participating in the MUN conference this year. This especially includes the high school students who have volunteered to Chair our committees. This year we have nine students from six different schools helping out. Your knowledge and expertise guides our middle school students to be successful members of the MUN community. Thank you very much!

Sincerely,

Christopher Allen
Bob Cofer
Linden Bentley
Elizabeth Solomon

ACAMIS Middle School MUN: Central Region Directors

Schools in Attendance

Access International Academy of Ningbo

American International School of Guangzhou

Eaton House International School of Suzhou

Hangzhou International School

Hong Kong Academy

Nanjing International School

Shanghai Community International School

Suzhou Singapore International School

Taihu International School

TEDA Tianjin International School

Xiamen International School

Committees & Countries

Security Council

USA*, France*, United Kingdom*, Russia*, China*, Nigeria, Columbia, Portugal, Brazil, Gabon, Germany, South Africa, India, Bosnia-Herzegovina, Lebanon

* Denotes permanent member of SC with veto powers

Environmental Commission

Nigeria, USA, France, Columbia, Portugal, Brazil, United Kingdom, Gabon, Germany, Russia, South Africa, India, China, Turkey, Czech Republic, Bangladesh, Vietnam

General Assembly

Lebanon, Turkey, Philippines, Sweden, China, Indonesia, India, Somalia, Argentina, Saudi Arabia, Russia, South Africa, Germany, Ukraine, Tanzania, Chile, Nicaragua, Guatemala, United Kingdom, Gabon, Algeria, Israel, Nepal, Sudan, Iran, Pakistan, Sri Lanka, Poland, Greece, Bolivia, Syria, Angola, Brazil, People's Republic of North Korea, Ethiopia, Australia, Mongolia, Costa Rica, Portugal, Peru, Cuba, Spain, France, Columbia, Comoros, Thailand, Democratic Republic of South Korea, Egypt, Italy, Kenya, Cambodia, Madagascar, USA, Nigeria, Haiti, Croatia, Serbia, Republic of Congo, Democratic Republic of Congo, Japan, Mexico, New Zealand, Czech Republic, Bangladesh, Vietnam

Expectations

General Expectations

Students will be simulating the roles of representatives of sovereign states at the conference. They are also representing their various schools, and to a degree, their home countries. This means that during the conference, all participants are expected to exercise a very high standard of personal behavior. This includes maintaining proper formal dress during conference hours and using appropriate diplomatic procedure and behavior.

Participants are reminded that they are guests in the People's Republic of China. As such, they are not only expected to maintain compliance with local laws, but also demonstrate respect for the local population. Regardless of regulations in participants' own homes, schools, and countries of origin, the use of tobacco, alcohol, and illicit drugs is strictly forbidden during the conference.

At least one chaperone per school must be present during all conference hours -- ready to actively engage with students as required for help, support, advice, or emergencies. One chaperone for each 10 students must also attend and aid hosts in supervisory duties during the Friday night activity. Each MUN Director is responsible for the care and conduct of her/his students before, during, and after conference hours.

Conference Preparation

Students should research the country they have been assigned. They should choose at least one topic from the list provided and write a draft resolution about it to bring to the conference. Delegates should prepare an opening speech about the topic they have chosen (1 minute in length). Even though delegates might not create resolutions for more than one topic, they should be knowledgeable about all of the topics on their committee's agenda. This will make it much easier for them to participate in all of the debates and make the event more enjoyable overall.

Conference Participation

Students are expected to be involved in lobbying and merging. Students are able to work in teams of 2 per country, in order to help support each other. Only 1 student from each country will give the opening speech, but either student can speak as the representative of their country after that. Only one delegate from each country will be allowed to vote though. All delegates are expected to participate as much as possible in the debates relating to the resolutions being presented.

Approval Panel

Each school should provide at least one adult to help with the Approval Panel during the conference. A schedule will be created once the names of your school's chaperones and advisors are received.

Committees & Chairs

Security Council

Topic 1- Threats to international peace and security caused by terrorist acts.

Chaired by: Winnie Lau (AISG)

Topic 2- Measures to control the manufacture and transportation of light weapons and small arms.

Chaired by: Aaron Francis (HKA)

Topic 3- Threats to security and international commerce posed by piracy in international waters

Chaired by: Lucy Messom (NIS)

General Assembly

Topic 1- Financial assistance for Least Developed Countries affected by a natural catastrophe.

Chaired by: Leila Clark (SCIS)

Topic 2- The issues of religious defamation and free speech.

Chaired by: Ki Yeou Kim (AISG)

Topic 3- The protection of the rights of civilians in conflict areas and areas under non-national control.

Chaired by: Felix Crothers (AIAN)

Environmental Commission

Topic 1- The protection of endangered species from the risk of illegal poaching and international trafficking.

Chaired by: Tina Zhang (SSIS)

Topic 2- Measures to combat the effects of rising sea levels on coastal populations and habitats.

Chaired by: Emily Ahmadi (AIAN)

Topic 3: The protection of the rights of civilians in conflict areas and areas under non-national control.

Chaired by: Ki Rim Bae (AISG)

Schedule of Events

Friday, February 25th

<i>When?</i>	<i>What?</i>	<i>Where?</i>
8:45 a.m. - 9:15 a.m.	Registration	Centre Entrance Lobby
9:15 a.m. - 9:45 a.m.	Opening Ceremonies	Cafeteria
10:00 a.m.- 11:00 a.m.	Opening speeches in committees	Committee Rooms
11:15 a.m. - 1:00 p.m.	Lobbying & Merging	Committee Rooms
1:15 p.m. - 1:45 p.m.	Lunch	Cafe
2:00 p.m. - 4:00 p.m.	Debate and Vote Topic 1	Committee Rooms
4:00 p.m. - 5:00 p.m.	Continued Lobbying & Merging for Topic 2 & 3	Rooms as needed
5:30 p.m. - 6:30 p.m.	Dinner	Cafeteria
6:30 p.m. - 8:30 p.m.	Games Night	Centre & Gym

Saturday, February 26th

<i>When?</i>	<i>What?</i>	<i>Where?</i>
9:00 a.m. - 11:30 a.m.	Debate and Vote Topic 2	Committee Rooms
11:30 a.m. - 12:30 p.m.	Lunch	Cafeteria
12:30 p.m. - 3:00 p.m.	Debate and Vote Topic 3	Committee Rooms
3:15 p.m. - 4:00 p.m.	Closing Ceremonies	Cafeteria

*** All delegates should report to their forum by 10:00 a.m. on Friday and 9:00 a.m. on Saturday.**

The Approval Panel will be open from 12:00 p.m. - 1:30 p.m. (for all Topics) and 4:00 p.m. - 5:00 p.m. (for Topics 2 & 3).

Rules of Procedure

General Rules

These rules are designed to ensure that each delegation enjoys an equal opportunity to voice its opinion at the conference. It is the responsibility of each delegate to understand these rules and act according to the procedures detailed below. The Debate Chairs will apply these rules with the goal of facilitating a fair debate. Any misuse of the rules will not be tolerated.

Since this is a simulation of the United Nations, all articles and principles of the United Nations Charter and the Universal Declaration of Human Rights will guide the delegations during this event. However, since this conference will last only two days, certain additions and changes to the above principles are in order. They are detailed in this handbook.

Diplomatic behavior is expected from each delegate. First and foremost, the delegates must respect all decisions of the Debate Chairs. Such decisions are final. It follows that delegates must always obtain the floor before speaking and yield the floor at the request of the chair. Additionally, delegates should always stand when speaking, refrain from using personal pronouns in their speech, and be courteous. Disruptive behavior or non-diplomatic language may result in a warning, expulsion from the debate, or expulsion from the conference, at the discretion of the President or Chair.

Opening Speeches in the General Assembly

Each delegation is expected to come prepared with a policy statement or speech centered on one of the conference debate topics. These speeches must be restricted to one minute. The chair has the right to cut a speech short if it is well beyond the time limit.

At the discretion of the Debate Chairs, the right of reply will be available to delegates following a specified number of opening speeches. The Chair will call for replies from the house and grant the floor to chosen delegates. Each reply must refer to one of the preceding speeches.

Lobbying & Merging

Definition of the process

A resolution passed by the General Assembly represents a consensus by a majority of the member states. Such a consensus is built slowly, one member state at a time. On Friday morning, delegates are given a few hours for the purpose of discussing their resolutions with one another. The goal of lobbying and merging is to create successful resolutions that already enjoy the support of a number of nations even before the debates begin. A merged resolution is one that contains ideas and even clauses from several authors.

Ad hoc meetings

Spaces will be designated in which delegates can meet and talk to one another. Most Debate Chairs will choose to spend some time with the delegates who have written resolutions on their

topic. This is known as an ad hoc meeting. The times and locations of these meetings will be written on signs near the registration table. Any delegate who is interested in the topic can attend ad hoc meetings. The Debate Chairs will also review the mechanics of merging resolutions and may make a few announcements, so it's always a good idea to attend these meetings. These meetings are definitely "standing room only." During the discussions in the ad hoc meetings, delegates will usually come to the realization that several schools of thought exist with regard to addressing the problem at hand.

Locations for lobbying and merging

When the ad hoc meeting ends, delegates organize themselves into groups to craft a merged resolution. These smaller group discussions can take place in the Committee Room, in hallways, foyers, the cafeteria, or other designated classroom areas. Chairs will be placed in the hallway to facilitate smaller group discussions.

Main submitters and co-submitters

At the close of a merging discussion, a form needs to be completed. The form will include spaces for the country names of the main submitter and up to three co-submitters, and for the signatures of two supporters. The main submitter is the person who will introduce the resolution to the GA or Env. Commission if it is chosen for debate. This person may be chosen for their speaking ability or for their contributions to the merged resolution. At least one co-submitter must be chosen. The presence of more than one co-submitter can be seen as evidence of a strong group discussion and suggests that a lively debate will take place. The final section of the form requires ten other country signatures in support of the resolution. Ideally, this will indicate that at least ten other countries were involved in the discussion.

Merging a resolution

The group secretaries, and possibly some other leaders from the group will then borrow a Mac Book from the trolley in their Committee Room. At this point, it is essential for the delegates to have electronic copies of their resolutions. Internet access is available, as are USB ports for flash drives on the computers. After cutting and pasting and then editing the relevant clauses, delegates can send their merged resolution to the printer. All students will receive their visitor printing user name and password in the conference materials given to them during registration. A member of the group will pick up the resolution and then take it to the Approval Panel.

The Approval Panel

A group of teachers are available to students for the purpose of checking the resolution. Once a resolution is approved, the cover sheet with signatures is attached and the resolution is retained by the teachers. The Debate Chairs will examine the approved resolutions and select several from each topic. These are the resolutions that will be debated.

The teachers at the Approval Panel will be focusing on two aspects of the resolution: does it follow the rules of format and is the English readable. Gross errors in either category need to be corrected. If a resolution requires changes, delegates take the resolution back, make all required corrections, print another copy, and return to the approval panel. It is not unusual for delegates to make more than one trip to the approval panel with their merged resolution. When a resolution

initially appears at the approval panel, a teacher will require several minutes to discuss the resolution with delegates. Once changes have been made, delegates usually need only a brief discussion at the Approval Panel. To facilitate the approval of all merged resolutions, the Approval Panel will remain open from 12:00 p.m. - 1:30 p.m. (for all Topics) and 4:00 p.m. - 5:00 p.m. (for Topics 2 & 3 only).

The Challenges of Lobbying and Merging

The traditional challenges inherent in lobbying and merging involve the motivation of the students. Some delegates will feel nervous and unmotivated. Other students see the process as a competition and become motivated for the wrong reasons. Students deserve to feel a sense of accomplishment if they are the main submitter of a resolution that passes with a large majority in the GA debates. However, problems emerge when the end is used to justify the means. Main submitters should have earned their sense of accomplishment through consensus-building during lobbying and merging, not by positioning themselves as intimidating experts. Obviously, lobbying and merging is a challenging exercise for adults, so adolescents will understandably find certain aspects difficult.

To overcome these challenges, the Debate Chairs and directors are asked to catalyze discussions and otherwise guide delegates. All of us are here because we enjoy MUN. Lobbying and merging is a chance for even the directors to become involved in the discussions and share our enthusiasm and experience with the delegates. The conference organizers appreciate any advice and guidance directors can give to their delegates to further the success of lobbying and merging.

Resolution Format

Resolutions should be produced in Times New Roman 12-point font with single spacing. The instructions below assume the use of Microsoft Word to format the resolution (although NIS is a Mac School and we use Pages). Please choose A4 size paper in the Page Setup option and keep 1" margins.

Headings

The following headings should be listed in the upper left-hand corner, each on a separate line and in order: Forum, Question of, and Delegation.

The name of forum, the issue, and delegation name should each be set off by two spaces from the heading.

The topic should be identified using the same wording as found on the next page of this handbook.

The resolution is one long, grammatically correct and logical sentence. Its subject is the name of the forum or body which is proposing the resolution. This is written on the second line following the delegation name, in uppercase letters and followed by a comma.

Pre-ambulatory Clauses

Pre-ambulatory clauses are capitalized but not numbered or indented.

Each pre-ambulatory clause begins with a present or past participle or an adjective, and these words should be underlined (see example on next page).

Pre-ambulatory clauses are separated from each other by a comma and a line-space.

Operative Clauses

Each operative clause is numbered and capitalized. Operative clauses, sub-clauses, sub-sub-clauses are indented on tab stop. Sub-clauses are labeled with a lower-case letter. Sub-sub-clauses, if needed, can be labeled with a lower-case Roman numeral.

Each operative clause begins with a 3rd person singular verb of the present tense, and these words should be underlined (see example on next page)

Operative clauses are separated from each other by a semi-colon and a line-space. The final operative clause ends in a period.

Sub-clauses are listed following a colon. They are written on separate lines without any punctuation or line-spacing them. The final sub-clause is followed by a semi-colon. **(Next Page)**

Sub-sub-clauses are also listed in the same way as sub-clauses: following a colon, on separate lines with no punctuation other than a semicolon at the end of the last sub-sub-clause in the list.

An example of a properly-formatted resolution:

Forum: General Assembly One

Question of: Prevention of Armed Conflict

Main Submitter: Sri Lanka

THE GENERAL ASSEMBLY,

Guided by the purposes and principles enshrined in the Charter of Nations,

Recalling Chapter VI and Article 2.3 of the Charter of the United Nations,

Recalling also the Declaration on the Granting of Independence to Colonial Countries and Peoples as contained in its resolution 1514 (XV) of 14 December 1960,

Recognizing that the prevention of armed conflict and the pacific settlement of disputes could be useful tools for the United Nations in order to build a social foundation for peace,

1. Takes note with appreciation of the report of the Secretary-General on the prevention of armed conflict;

2. Encourages Member States to utilize regional arrangements or agencies, where available, for the peaceful settlement of their disputes;
3. Recognizes the need for coordinating the prevention of armed conflict throughout the United Nations system, and calls upon its relevant organs, organizations and bodies to consider how they could best include a conflict prevention perspective in their activities, including but not limited to:
 - a. the identification of armed factions present in a project area and the strict isolation of these groups from the delivery of aid and services
 - b. the coordinated provision of incentives to leaders of armed factions encouraging them to work with the UN in a peaceful capacity;
4. Resolves to remain actively seized of this matter.

****Please take note that this resolution is actually one long, grammatically-correct and logical sentence.**

Procedures During Debate

Parliamentary Procedure

Robert's' Rules of parliamentary procedure will be used in this conference. Debate Chairs should be trained in these rules and their application. They will gladly provide insights and advice to delegates. Delegates with questions can express them in the form of a note to the chair or by rising to a point of order, a point of information to the Chair, or a point of parliamentary inquiry. These points will not be allowed to interrupt a speaker.

Powers of the Chair during Formal Debate

All decisions of the Chair are final.

The Chair proposes the amount of time allotted for debate and in caucus. The Chair may keep all debate open or may set the amount of time spent debating for and the time against the resolution. If amendments are considered, the Chair will announce the time for open debate on the amendment. All amendments will be debated using open debate. At the close of debate time, the Chair may propose an extension of the time for open debate. Conversely, the Chair may also limit or cut short the debate time. Debate time includes the time taken by speakers in answering questions to the speaker or other interruptions. The Chair may also call recesses and will announce when the forum is adjourned.

The Chair may call on any delegation to speak, even if that delegation has not raised its placard. This is usually done in the interest of providing a fair or lively debate. The Chair also has the power to restrict a delegate's ability to speak. Again, this is usually done in the interest of providing a fair debate, especially if one delegate has spoken several times.

The Chair will be allowed to eject delegates from the assembly if their behavior deviates dramatically from the rules of procedure. The delegate in question will be warned at the Chair's discretion. The Chair will communicate the length of time for which the delegate is ejected. For example, the delegate may be ejected for the remainder of the debate on the current resolution or the remainder of the conference.

Caucusing

The Debate Chair may initiate a caucus session and announce the amount of time allotted in caucus. The purpose of the caucus time is to allow delegates to discuss the resolution being debated. Debate Chairs will circulate among the delegates to encourage such discussion. MUN directors are also encouraged to be available within the chamber for questions from delegates related to the content of a resolution. Delegates should make the most of their time in caucus by meeting with other countries in their region or with similar positions on an issue. The drafting of amendments to the resolution can also occur during caucus.

Amendments to Resolutions

Amendments to resolutions can be made by any delegate and should be proposed with the aim of improving the resolution so that a wider consensus can be achieved. Official conference amendment paper will be provided to each delegate during registration. Proposed amendments should be sent to the Chair. Any speaker who is granted the floor can ask the house to consider an Amendment. In the interest of time, however, the Chair may deny a speaker the opportunity. If a speaker is given the opportunity to speak in favor of their amendment, the Chair will first read the amendment out loud several times. After the speaker has entertained points of information, the Chair may select more speakers in open debate on the amendment. Following open debate, the House will move into voting procedures on the amendment.

Yielding the Floor to other delegates

A speaker may ask the Chair for permission to yield the floor to another delegate. Such yielding may only be done once consecutively and only at the discretion of the Chair. The use of "yield chains" is not within the procedures of the conference.

Rising to Points

A Point of Personal Privilege must refer to the comfort and well-being of the delegate. It may not refer to the resolution or the contents of a speech. A point of personal privilege

may interrupt the speaker only if the speech is inaudible. This is the only case in which a point may interrupt the speaker.

A Point of Order is directed only to the Chair and is used to point out a misuse of the rules.

A Point of Information is a question directed to the speaker who has the floor or to the Chair. Although a delegate may ask for a follow-up point of information, the Chair will rarely grant such a request.

A Point of Parliamentary Inquiry is a point of information directed to the Chair concerning parliamentary rules.

As stated before, points may not interrupt the speaker except in the case of a point of personal privilege referring to audibility. All other points are dealt with only when the speaker has yielded the floor.

Note-Passing

The Secretariat will assist in the passing of notes during the debate. Delegates must bring their own note-paper. Notes are intended to help delegates move the debate forward. All notes will be read by the Secretariat of one of the Debate Chairs. Notes that appear to relate to non-MUN topics will be retained by the Chair.

Note passing will be suspended during voting procedures, opening ceremonies, and closing ceremonies. The Chair also has the authority to suspend note passing at any time. Delegates wishing to be excused to the restroom should send a note to the chair and wait for a response.

The Previous Question

Moving the Previous Question calls for the closure of debate and for a vote to be taken on the pending motion. Usually, the Chair will make this motion, but a speaker who has the floor may also make such a motion.

Voting

All delegates representing member states of the United Nations may vote. But, there is only one vote allowed per country.

After the Chair has announced the start of voting procedures, no interruptions are allowed except for points of order related to the conduct of the voting. Abstentions do not count for or against a resolution or amendment. In the event of a close vote, a delegate can move to divide the house. The Chair will once again start the voting procedures, and any delegates who abstained are encouraged to vote.

Dress Code

Delegates are required to wear appropriate clothes that fit the occasion of a meeting of national representatives. Standard business attire is expected of all delegates. This means suits, business shirt, and ties for boys and business jacket with slacks or modest skirts for girls. Furthermore, styles and accessories that detract from the proceedings by drawing an unwarranted amount of attention to one delegate are prohibited. Delegates may find that they have a question about a specific shirt, type of shoe, earring, etc. A good rule of thumb is "If you have to ask, it's not appropriate for the conference." Directors are expected to guide delegates in this regard.

***NIS has an indoor swimming pool and gym so it is expected for delegates to bring a modest bathing suit and/or sports clothes for our games night. Delegates should bring these clothes with them on Friday and can change into these clothes either before or after dinner on Friday.**

The rules of procedure for the ACAMIS Middle School MUN Conference, Central Region, were adapted from the rules used at the West Lake MUN Conference.

Frequently Asked Questions

What should delegates bring?

- * Soft and hard copies of their resolutions.
- * A binder/folder with note book paper for notes.
- * Water coolers are available, and delegates can re-fill the water bottles they will be given.
- * If delegates bring laptop computers for lobbying and merging, they can keep the laptops with them, but closed, during opening ceremonies. Laptops should not be used during debate. Delegates are personally responsible for their laptops during the conference. NIS does have wireless internet that students will be able to access from their laptops.

What will we receive at registration?

- * Hard copies of the conference handbook for delegates and directors.
- * Name badges with lanyards. The lanyard can be kept by delegates or returned on Saturday so that they can be re-used.
- * Signature forms for lobbying and merging.
- * Amendment paper: more amendment paper will be available in the Committees.
- * Country placards will be found on seats in the Committee Rooms. These placards are the property of NIS and must be returned at the end of the conference.
- * Gift bags with Conference water bottle and other basic supplies.
- * Certificates will be handed to the directors on Saturday.

What's the weather going to be like?

- * Probably cold and possibly wet. Nanjing does have rain fairly often and it is possible that we might have snow during the ACAMIS MUN period. It is recommended to bring an umbrella and warm coat, a hat and a warm sweater. The school is well heated in the classrooms, but larger areas like the cafeteria can be a bit cold.

Appendix A: Introductory Phrases for Resolutions

The following lists were taken from the West Lake MUN Conference Handbook.

Words and phrases to introduce Preamble Clauses:

Acknowledging	Expecting	Noting with appreciation
Affirming	Expressing its appreciation	Noting with approval
Alarmed by	Expressing its satisfaction	Noting with deep concern
Approving	Fulfilling	Noting with regret
Aware of	Fully alarmed	Noting with satisfaction
Bearing in mind	Fully aware	Observing
Believing	Fully believing	Pointing out
Confident	Further deploring	Reaffirming
Congratulating	Further recalling	Realizing
Contemplating	Guided by	Recalling
Convinced	Having adopted	Recognizing
Declaring	Having considered	Referring
Deeply concerned	Having considered further	Reminding
Deeply conscious of	Having devoted attention	Seeking
Deeply convinced	Having examined	Taking into consideration
Deeply disturbed	Having heard	Taking into consideration
Deeply regretting	Having received	Taking note
Deploring	Having studied	Viewing with appreciation
Desiring	Keeping in mind	Welcoming
Emphasizing	Noting further	

Words and phrases to introduce Operative Clauses:

Accepts	Encourages	Proposes
Affirms	Endorses	Reaffirms
Approves	Expressing its appreciation	Recommends
Asks	Expresses its hope	Regrets
Authorizes	Further invites	Reminds
Calls for	Further proclaims	Requests
Calls upon	Further recommends	Resolves
Condemns	Further reminds	Seeks
Confirms	Further requests	Solemnly affirms
Congratulates	Further resolves	Strongly condemns
Declares accordingly	Has resolved	Suggests
Deplores	Hopes	Supports
Designates	Invites	Transmits
Draws attention to	Notes	Urges
Emphasizes	Proclaims	Welcomes

Appendix B: Useful Phrases and Terms relating to Debate

Taken from the West Lake MUN Conference Handbook

The House: all the delegates gathered for the debate

The Chair: the manager of the debate

The Resolution: the proposed solution to a world problem. This solution is what you debate.

The Main Submitter: the delegate who played the lead role in creating the resolution.

The Second Speaker: another delegate who played an important role in creating the resolution.

The Floor: the right to speak. The Chair controls who has access to the floor. If you have been given the right to speak, you have been given the floor. After you have spoken, you yield the floor, or give up your right to speak.

Modes of Address

Polite speakers always address the chair when they begin speaking. As the person who manages the discussion, the chair deserves respect.

“Madame/Mister Chair” or “Honorable Chair”

Polite speakers always use formal language when addressing another delegate.

“Honorable Delegate” or “The Delegate of _____”

A good way to begin every speech is: “Honorable chair, fellow delegates...”

Obtaining and Yielding the Floor

The Chair controls who has the right to speak. This is NOT because the Chair is better than the rest of the delegates in the house. The Chair’s job is to manage a debate in which every delegate has an equal opportunity to speak. A debate is a very structured event, and the Chair is the person who keeps everyone organized within that structure.

During regular debate, there are two opportunities for delegates to obtain the floor.

1. The Chair asks, “Are there any points of information on the floor at this time? Please raise your placards.”

After the resolution is introduced and the main submitter has read the operative clauses, the Chair will ask the main submitter if he or she is open to points of information. In other words, will the speaker take questions? If the speaker agrees to take points of information, the Chair will ask the delegates if they have any points of information. Don’t raise your placard until you have been asked. If you are “recognized” (chosen), you may rise and ask your question to the speaker. At the conclusion of the speaker’s answer, it is your right to ask for a follow-up question if you feel your question was not answered properly. Say “Request follow-up.” The Chair will probably deny it, however. Remember, there are a lot

of other delegates who would like to ask questions. When your turn to ask questions is at an end, return to your seat.

2. The Chair asks, "Are there any delegates wishing to speak in favor of/ against the resolution? Please raise your placards."

When one speaker has finished taking questions, the chair will open the floor to other speakers. ANY delegate has the right to get up and make a speech (usually one minute in length). At the conclusion of your speech, the Chair will ask you if you are "Open to any points of information." You may say no, but that is undiplomatic. You may say "Any and all," allowing the chair to decide how many questions you will answer from the house.

You may also set the number of questions that you will answer by saying "Two points of information." At this point, the Chair will ask the house if there are any questions.

After answering the questions relating to your speech, the Chair will ask you to yield the floor back to him or her. It is polite for you to say "The Delegate of (say your country name) yields the floor back to the Chair." Notice that you are referring to yourself in the 3rd person.

Instead of yielding the floor to the Chair, it is your right to ask the Chair if you can yield the floor to another speaker. "The Delegate of (your country) requests permission to yield the floor to the Delegate of (Country B: your ally) " The Chair may allow or deny this request. The Chair's decision is final.

Asking a Question

Most delegates enter the debate the first time by asking a question of the main speaker. If you are new to debate, listen to the way other delegates ask questions as well as the type of questions they ask.

Questions usually begin with the following phrases:

"Does the speaker agree that..." or "Does the speaker not agree that..."

"Is the speaker aware that..." or "Is the speaker not aware that..."

"The Delegate of (say the delegate's country) stated that . Does the delegate not realize that "

Even though these appear on the surface to be "yes or not" questions, it would be very rude of any delegate to answer them in such a simple fashion. In fact, every question is chance to move the discussion forward. You will notice that some delegates precede their questions with one or two statements of opinion. These must be short, but they are allowed. You may also notice that the speaker's response to a question may be quite brief and then followed by the presentation of an entirely different argument by the speaker.

Making a Speech for or against a Resolution

There are no winners in MUN. A debate is not a contest. It is a discussion about the best possible action to take. At the end of the debate, a failed resolution is a failure for everyone. On the other hand, the goal is not only to pass a resolution. The true sign of success is when a resolution passes with a very large majority of delegates. This signifies that the countries of the world have come to a consensus on a difficult issue.

If you are speaking for a resolution, emphasize the benefits without making anyone look bad. If you are speaking against a resolution, do not belittle the resolution or those who support it. Always feel free to suggest amendments in your speech. Make certain that you write these amendments on the amendment paper that has been provided and submit them to the chair before you speak.

Keep your speech short. Make your points clearly.

At the conclusion of your speech, you should restate your position for or against. "The Delegate of (say your country) urges the house to vote for/against this resolution/amendment."

Important Contact Information

ACAMIS MUN Director: Christopher Allen mobile #: 15996308533

School Address (English & Chinese)

Nanjing International School

Xue Heng Lu 8

Xian Lin Da Xue Cheng

Nanjing, China 210046

江苏省南京

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邮编:210046

Tel. #: 025- 8589 9111 (From 8:00 a.m.-4:30 p.m. on Friday. No one will be at school to answer on Saturday)

Hotel Addresses (English & Chinese)

1. Ya Dong Club Hotel

Xian Yin Bei Lu 17, Xian Lin College and university Town, Qi Xia district

亚东俱乐部

南京市栖霞区仙林大学城仙隐北路17号

Tel. #: 025 -8579 2281

2. White Egret Hotel

68 Dashiba Jie, Confucian Temple

白鹭宾馆

南京夫子庙大石坝街68号

Tel. #: 025-8687 9999

3. Grand Metro Park Hotel

319 East Zhong Shan Road

维景大酒店

中山东路319号

Tel. #: 025-8480 8888

4. Nanjing Normal University Hotel

No. 1, Wen Yuan Road, Xian Lin College and University Town

仙林宾馆

仙林大学城文苑路1号

Phone: 025 - 8584 5888

Conference Printing Information

When logging in to a computer and printing from a computer at the school (laptops provided) you need to use the following information. You will then type in 00056 directly on the machine to log in and print.

Account Name: mun2010

Password: mun2010